

## ESTABLISHING WASHINGTON STATE RESIDENCY

### Why is it important?

It is imperative that you establish your Washington State Residency as soon as possible. There is an \$11,000+ annual difference between Resident and Non-Resident tuition.

What does establishing residency mean?

You need to apply for, and receive approval of, residency with the UW Residency Office. There are steps you must take as soon as you move to Washington to start the process – which can take at least a year.

Establishing residency means more than merely having a Washington state address for a year. You must demonstrate conclusively that you moved to Washington for purposes other than education. As a graduate student, Washington State law presumes you are here only for educational purposes. You must provide documentation that shows you are here as an employee with ties to the broader community.

### Why do I need to do this now?

#### First Year Students

If you are a First Year student, you have an Academic Student Employee appointment that fulfills the employment requirement for residency. It is easiest to establish your Residency as soon as you can because it shows you are eager to be a resident of Washington. It will also prevent any tuition issues later in your graduate career. You will also need to be a Washington Resident to go on the Fred Hutch payroll should you permanently join a lab there.

#### Second Year and Beyond Students

If you are a Second Year or beyond student and still have not established your Residency, it is important to start that process now. It's especially important if you are receiving a stipend from an NIH fellowship, NSF fellowship or other fellowship. When you come off a stipend appointment and are not a Washington State resident, depending on your new funding source, you may have to pay the \$11,000+ annual difference between resident and non-resident tuition.

### How do I start?

- ☐ Obtain a Washington State Driver's License/State ID within 30 days of arriving in Washington. If you are past the 30-day limit, get your license and prepare a statement to explain why you had not done so earlier.
- ☐ Register your vehicle within 30 days of arriving in Washington. If you are past the 30-day limit, register your vehicle and prepare a statement to explain why you had not done so earlier.
- ☐ Register to vote in Washington. Save an email response, webpage confirmation, or request your voter card. This must include your full name, verification that you have registered, and the registration date. Do not vote for anything outside of Washington before receiving your Residency confirmation.
- ☐ Establish a bank account in Washington. There must either be a local branch that you can walk into, or you must have a national bank account with online banking only. Update your address with your bank to reflect your Seattle address. If necessary, you may open a temporary account with a local bank and close the account after receiving WA Residency.
- ☐ Ensure that you are listed on a Washington lease within 30 days of arriving. If you are past the 30-day limit, prepare a statement to explain why you had not done so earlier.
- ☐ Review the Residency Check-List and Questionnaire so you can begin compiling your materials:  
<https://registrar.washington.edu/wp-content/uploads/sites/5/2018/02/Independent-Questionnaire.pdf>

**What is the process?**

Please consult the Residency Office's website for official procedures:

<https://registrar.washington.edu/students/residency/>

**When do I submit my application?**

Once you have lived in Washington for a full year, you can submit your residency application.

Your application is due by the 30<sup>th</sup> day of the quarter for which you are submitting.

Do not submit your application for Summer Quarter. If you are ready to do so after the Spring deadline, wait for Fall and update your documentation as needed.

**Do you have any guidance about the application documents?**

Yes! Here are some guidelines for your required documentation:

You must submit both the Residency Check-List and the Questionnaire, which are located together:

<https://registrar.washington.edu/wp-content/uploads/sites/5/2018/02/Independent-Questionnaire.pdf>

**Checklist Item 1: Financial Independence**

This means you are paying for the majority of your expenses (cost of attendance and living) with your own income.

Please refer to the full checklist, but ensure that you have the following:

- Your IRS tax return (W-2 or 1099) for the last calendar year
- Your paystubs for the current calendar year, available from Workday
- Proof of your local bank account with your Seattle address clearly associated

**Checklist Item 2: Proof that you are not a dependent**

If you were 25 years of age or older throughout the last calendar year, this section does not apply to you.

For students who were under the age of 25 during the last calendar year, both documents listed on the checklist are required.

**Checklist Item 4: Physical presence**

This is not the same as your proof of residence documentation as listed in Checklist Item 3.

You may combine forms of documentation and must cover the entirety of the last 12 months.

Please refer to the Checklist for additional documentation options. The more you include, the better.

**Example documentation:**

- List of visits to health club/fitness center (must be on letterhead, show the name of the member who checked in, check-in dates, and location (including city and state) of facility.
- Monthly utility statements
- Verification of and/or bills from doctor or dentist appointments
- An original, signed statement from a landlord or resident manager verifying your physical occupancy of the rented premises during the last 12 months.

- Employer letter on department letterhead, signed by your program admin. Please use the template below.  
[Date]

“To Whom It May Concern:

[Your name] (Your UW student ID) has held a graduate appointment (Research Associate 2) in the [Your department] Program since [Start Date]. [He/She] has held and continues to hold a 12-month appointment and works 30 hours a week as an RA. [He/She] will continue to be employed as a Research Associate 2 and will continue [his/her] status as an Academic Student Employee (ASE) of the [Your department] Program.

Please let me know if additional information is required of me regarding [Your name].

Sincerely,

[Program Administrator Signature]

[Program Administrator Name]

[Title]

[Email@uw.edu]

206.xxx.xxxx”

#### Checklist Item 5: Voter registration

Although this section states “*if you are registered to vote,*” please note that you are required to do so if possible.

#### Checklist Item 7: Driver’s license or identification card

Please include a scan copy of the front and back of your card.

#### Checklist Item 9: Personal Statement

It is important to include information about your life in Washington State and how you contribute to the community. This section is meant to prove not only that you are here for reasons other than school, but that the Registrar might reasonably assume that you will remain in Washington after you graduate.

You will write a page, letter or long paragraph describing how you have spent your time here and your future (local) plans. Although your plans may change, or you may end up leaving the state, your personal statement must show intent to stay in Washington.

Points that should be highlighted in this statement and documented through records when possible:

- The work you do in the lab and how much time you spend there
- If you have a spouse, family member or close friends in the area
- Volunteering in the community
- Local groups and sports teams in which you are a member
- Past-times and hobbies in Washington State
- Visits to local attractions or a pattern of local spots such as for hiking or breweries
- Your personal and professional plans 5 or 10 years out (specifically in Washington)

Possible forms of records include:

- Photographs
- Receipts
- Ticket stubs
- A significant Seattle or Washington bucket list

Please keep in mind that the more you add, the better your proof of intent outside of school. Typically, students will submit ½ to a full page of text along with 3 to 6 attached records.

## **Do you have any guidance about the Residence Questionnaire?**

Yes! Here are some hints for some of the sections of the Questionnaire:

### Section 1 - Question 3: Class Standing

Select "Graduate"

### Section 1 - Question 6: Financial assistance from a state or government unit

This refers to financial aid or assistance from the state and may not apply to you. This does not include NIH or NSF funding.

### Section 3 – Question 1: Date you took action to officially declare Washington as your permanent, legal domicile:

Enter the date for when you obtained your last legal tie to Washington which includes: obtaining your WA state driver's license or ID card, registering to vote in Washington, registering your vehicle in Washington, and opening a local bank account.

### Section 3 – Question 1: Purpose of moving to Washington

We suggest you use this answer: "To be an active, participating member of the state of Washington while advancing my career." You should also explain how much time you work in the lab.

### Section 3 – Question 2: List chronologically your employment and physical...

Specify that you are a UW employee and not just a UW student.

### Section 3 – Question 5: Do you *own or use* any motor vehicles, RV's, boats or mobile home in any state...

If there is a vehicle that you use in Washington State, you must have that vehicle registered here. If the vehicle is not in your name, you will need to have it transferred via sale or gifting. Once the vehicle is in your name and registered in WA, include that registration in your application.

This does not apply to vehicles that are not physically present in WA.

*If you have any questions or need assistance, please don't hesitate to contact Laura Masserman:*

*[Lmasserm@fredhutch.org](mailto:Lmasserm@fredhutch.org) in the Fred Hutch Graduate Office.*